



UNITED STATES MARINE CORPS
MARINE CORPS SYSTEMS COMMAND
2200 LESTER STREET
QUANTICO, VIRGINIA 22134-5010

IN REPLY REFER TO:

5720
LAWQ
DON-USMC-2016-004851
30 Mar 16

Kent, Campa, & Kate, Inc.
Mr. Carlton Kent
3033 Wilson Blvd.
Arlington VA 22201

SUBJECT: FOIA DON-USMC-2016-004851

Dear Mr. Kent:

This responds to your FOIA request dated March 25, 2016, for a copy of "a copy of the current PWS for the work being performed in support of Office the Assistant Deputy to the Commander-Financial Management, MARCORSYSCOM. The work being performed is an 8 (a) opportunity providing financial management services support."

The requested documents are enclosed.

Fees associated with processing your request are minimal and waived.

If at any time you are not satisfied that a diligent effort was made to process your request, you may file an administrative appeal with the Assistant to the General Counsel (FOIA) at:

Department of the Navy
Office of the General Counsel
ATTN: FOIA Appeals Office
1000 Navy Pentagon Room 4E635
Washington DC 20350-1000

For consideration, the appeal must be received in that office within 60 days from the date of this letter. Attach a copy of this letter and a statement regarding why you believe an adequate search was not conducted. Both your appeal letter and the envelope should bear the notation "FREEDOM OF INFORMATION ACT APPEAL". Please provide a copy of any such appeal letter to the MARCORSYSCOM address above.

Any questions concerning this matter should be directed to Mrs. Bobbie Cave at (703) 432-3934 or bobbie.cave@usmc.mil.

Sincerely,

Bobbie Cave
for Lisa L. Baker
Counsel

Not in Scope

PWS

Performance Work Statement for Assistant Deputy Commander for Financial Management Command Financial Support

1.0 Scope. The scope of this effort is to provide business and financial management evaluation and analysis; process discovery, improvement, and implementation; and operational support to the Office of the Assistant Deputy Commander for Financial Management (ADCFM) and Program Offices within Marine Corps Systems Command (MCSC). Included in this performance work statement (PWS) is the requirement to provide complex financial analysis and accounting reconciliation to identify and recommend solutions to abnormal accounting conditions, tri-annual review process management, metrics and reporting, trend analysis, business and financial process improvements and budget execution analysis. In addition a single source solution for Command Financial Management support is required to support planning and execution of the Programs. As a result, a team of highly skilled Business

and Financial Management support personnel experienced with ACAT I through Abbreviated Acquisition Programs (AAPs) acquisition categories of program execution are required to ensure program success. This effort seeks support in providing quality financial support to the Program Offices and Assistant Program Financial Managers with Professional Support Services and the subordinate managers as required. Requirements may include appropriate execution of associated joint funding accounts from all services. Each analyst may interface with the various Marine Corps, Army, Air Force, Navy, and SOCOM financial managers and executing field activities to ensure timely and proper financial management across the enterprise.

Background. The MCSC serves as the Commandant of the Marine Corps agent for acquisition and sustainment of ground equipment and information technology systems used to support and accomplish the Warfighter's mission. The Program Executive Officer Land Systems (PEO-LS) meets the Warfighter's needs by devoting full-time attention to Marine Corps Weapon Systems acquisition, while partnering with Marine Corps Systems Command, in order to develop, deliver, and provide life-cycle planning for associated major programs. The office of the ADCFM serves as the financial Comptroller for all MCSC and PEO LS funding. The Command has routinely received between \$3B and \$5B baseline dollars annually since FY03. In today's fiscal environment of declining resources, it is essential that use of available dollars be maximized in order to provide support to the warfighter. After funds expire and cancel, use of current year dollars is required to resolve any outstanding fiscal issues. Therefore, it is critical that accounting issues be resolved prior to funds expiration and cancellation. In order to maximize support to our warfighters, it is vital that root-cause analysis be performed and any financial processes be improved to ensure full and proactive utilization of financial resources in the future. In order to achieve this vision, DCRM requires high-quality financial expertise and analysis to increase future financial success.

Financial Contractors submit requests for approval to the Business Financial Manager or Lead Financial Analyst but DO NOT approve any funding documents or funding realignments for respective programs, etc. All financial decisions, policy, resource approvals, etc. is made by Government personnel (Competency Lead or Lead Business Financial Manager). The contractor participates, makes recommendations, and assists in coordination/collection of data in the acquisition planning and development inputs, but does not make decisions. Defense Travel System (DTS), Credit Card, Fund Control, Exhibits, realignments, phasing, etc, has final review/approval only by the Government personnel in Financial Management arena. The Contractors shall not make judgments related to monetary transactions; the contractor does not determine budget policy, guidance or strategy, and budget requests.

2.0 General Requirements.

All deliverables shall be submitted to the Contracting Officer's Representative (COR) and the COR is responsible for tracking and acceptance.

The Contractor employees shall identify themselves as Contractor personnel by introducing themselves or being introduced as Contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. In addition, Contractor personnel shall appropriately identify themselves as Contractor employees in telephone conversations and in formal and informal written correspondence.

The Contractor shall possess an advanced based knowledge level of Oracle, Cold Fusion, Adobe, Excel, Power Point, and SQL software in addition to working knowledge of PR Builder, SABRS, NHS, SMARTS applications. A working knowledge of MCSC financial management should be advanced base knowledge of database design methodologies and the development and

maintenance of system documentation is also required. The contractor shall be proficient in the use of Microsoft Office Suite and SharePoint, because these two computer applications are used on a daily basis to conduct business.

The Contractor shall have the ability to obtain appropriate DOD certifications as required by DOD 8570, IT Workforce Initiative and any future guidance and directives.

The Contractor shall document and recommend monthly business process improvement areas and resolution strategies for financial practices within this PWS.

The Offeror shall also submit a transition plan which addresses their overall approach to transition, the hiring and recruiting process, timeline to become fully staffed and operational, and any risk mitigation strategies which may be applicable. The Government anticipates a potential 30 day overlap between performance of this requirement and the existing requirement.

The Contractor shall report Contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the United States Marine Corps via a secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) S, Utilities ONLY;
- (5) V, Freight and Shipping ONLY.

The Contractor is required to completely fill in all required data fields using the following web address <https://doncmra.nmci.navy.mil>.

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>."

2.1 Assistant Director Financial Management and Business Analysis Support.

2.1.1 The Contractor shall submit a progress report listing all of the work performed and costs incurred under the contract on a monthly basis.

2.2 Review of Commitments, Unobligated and Obligated, and Unliquidated transactions.

The requirement for review of commitments and obligations applies to all MCSC direct and reimbursable appropriations.

2.2.1 The Contractor shall review and submit analysis of the command's Tri-Annual review (TAR) submission tri-annually via the SharePoint TAR tool to the Resource Evaluation and Analysis (RE&A) group in accordance with the timelines and monetary limits in the DoD Financial Management Regulations (FMR) Volume 3, Chapter 8 which can be found at www.comptroller.defense.gov/FMR. The Contractor shall compile a summary report of all records reviewed and provide ADCFM RE&A with a list of erroneous transaction comment recordings based on findings from MCSC Tri-Annual review reports.

2.2.2 The Contractor shall identify, collect and report to ADCFM RE&A transactions and financial management reports as prescribed by DFM via Cognos ReportNet weekly.

2.2.3 The Contractor shall coordinate with the PM Financial Management staff to obtain and group the documentation for de-obligation of funding for dormant contract line items daily.

2.2.4 The Contractor shall document daily all de-obligating dormant transactions that meet the following conditions: line item has been physically complete for 12 months or more and has remaining funds of less than \$1,000.00. The Contractor shall document daily that a review and reconciliation has been performed so the ADCFM, RE&A team can verify funds are available based on accounting and finance systems reconciliation.

2.2.5 The Contractor shall review Tri-Annual review validation comments sent back to ADCFM, RE&A on dormant unliquidated obligations to determine trends in the following areas: (1) the recorded obligation amount is accurate, (2) the unliquidated amount is valid, and (3) if goods and services have been delivered and received.

2.2.6 The Contractor shall contact the billing activity and payment office to determine the status of the transaction when the dormant transaction is based on the receipt of goods or services and it appears that an outlay (liquidation) transaction should have been received but is not recorded. The Contractor shall document and report daily any communication with billing activities to the responsible Program Office.

2.2.7 The Contractor shall research post execution Tri-Annual review information to determine accounting practices not in accordance with the Department of Defense Financial Management Regulation (FMR) and report the findings to the RE&A group.

2.3 Review of Accounts Payable transactions. The requirement for review of accounts payable transactions applies to all MCSC direct and reimbursable appropriations.

2.3.1 The Contractor shall identify and verify daily that posted Accounts Payable transactions conform to the management requirements for proper financial management oversight as prescribed in Volume 4, Chapter 9 of the DOD FMR which can be found at www.comptroller.defense.gov/FMR.

2.3.2 The Contractor shall document transactions via Sharepoint that do not conform to Volume 4, Chapter 9 of the FMR that are confirmed as part of the Tri-annual Review.

2.4 Review of Accounts Receivable transactions. The requirement for review of accounts receivable transactions applies to all MCSC direct and reimbursable appropriations.

2.4.1 The Contractor shall review posted accounts receivable transactions daily for adherence to the management requirements for financial management oversight as prescribed in Volume 4, Chapter 3 of the DoD FMR which can be found at www.comptroller.defense.gov/FMR.

2.4.2 The Contractor shall identify and document receivable transactions daily that are: (1) Outstanding Travel Advances (OTAs), (2) Refunds due from Contractors, (3) Refunds due from Individuals, and (4) Offsets, SF-1080/IPAC Intradepartmental/InterGovernmental Collections and SF-1081 Corrections.

2.4.3 The Contractor shall review and document via SharePoint disputed receivables are adjudicated in conformance with DoD FMR Volume 4, Chapter 3 of the DoD FMR.

2.4.5 The Contractor shall identify and document via SharePoint any SABRs transactions daily that are not identified with the correct Special Interest Codes (SIC) in accordance with Headquarters Marine Corps Overseas Contingencies Operations transactional guidance.

2.5 Category I Reimbursable Obligations

2.5.1 The Contractor shall reconcile obligations daily by identifying the de-obligation or return of expiring, expired or excess funds.

2.5.2 The Contractor shall obtain, maintain and file all required documentation daily within the ADCFM document repository to support de-obligations, adjustments or corrections identified during previous reviews. The de-obligation of funds may result from a contract modification,

determination of final contract closure, documented adjustments or corrections, cancellation of an order, or a FastTrack closure in coordination with appropriate Government point of contact.

2.6 Abnormal Transaction Analysis. Abnormal financial conditions occur when source financial transactions do not process correctly through the transaction cycle, do not process in the correct sequence, do not have all required financial data, or do not match for obligations and payments. Abnormal financial conditions can occur for many reasons including: missing or corrupted data files from source feeder systems, manual input errors, lack of timely follow up on one condition creating another abnormal condition, or incorrect supporting agency business practices. Abnormal Conditions include:

- Abnormal Accounts Payable
- Abnormal Undelivered Orders
- Negative Unliquidated Orders
- Pre-validation Errors
- Unmatched Disbursements
- Aged Travel Orders
- Aged Travel Advances
- Interest Penalties
- Abnormal Accounts Receivable
- Missing or Inaccurate Trading Partner Data
- Spending Errors

2.6.1 The Contractor shall identify and document all abnormal conditions daily that exist within MCSC appropriations using existing administrative, financial and logical systems.

2.6.2 The Contractor shall identify and document via SharePoint actions that lead to the resolution of abnormal conditions daily in SABRS.

2.7 Financial Management Support. This task area is related to higher level efforts for ADCFM related to resource management and financial operations. These tasks will aid in planning, directing, monitoring, and execution of the Department of Navy (DON) and Marine Corps' resources.

2.7.1 The Contractor shall conduct financial analysis and financial risk analysis daily within the assigned Program Office to identify and evaluate financial risks and recommend management techniques to mitigate risk exposure.

2.7.2 The Contractor shall attend financially related Integrated Product/Process Teams (IPTs), special advisory boards, off-sites, working groups, audit teams as scheduled and will take meeting minutes and submit to the designated Government Financial Manager (FM).

2.7.3 The Contractor shall provide written inputs via Sharepoint to cost and performance tradeoff studies.

2.7.4 The Contractor shall provide written inputs via Sharepoint to cost performance risk assessments in support of the MCSC mission.

2.8 Reporting. This task area is related to high level financial reporting.

2.8.1 The Contractor shall provide Command staff meeting weekly slides weekly and monthly financial status reports to the ADCFM and the MCSC Commander.

2.8.2 The Contractor shall prepare and submit to ADCFM Government Lead the Active Funds Status Report weekly for posting to the bulletin board, inclusion in the binders, and posting to the Commander's SharePoint site weekly.

2.8.3 The Contractor shall prepare and submit to ADCFM the Active Funds Status Report monthly for posting to the bulletin board, inclusion in the binders, and posting to the Commander's SharePoint site at the end of each month.

2.8.4 The Contractor shall prepare and submit the PM Execution Status report three times monthly for posting to the ADCFM SharePoint site for Program Manager's reference and review.

2.8.5 The Contractor shall prepare and submit the Unobligated Funds by PM and Expiring Funds by PM Reports for posting to the ADCFM bulletin board, inclusion in the binders and posting to the Commander's SharePoint site at the end of each month.

2.8.6 The Contractor shall review the End of Month (EOM) Asset Reports by appropriation for inclusion in the binders and the P&R Quarterly Brief (Programs & Resources).

2.8.7 The Contractor shall review and submit the Universal Urgent Needs Statement (UUNS) Status Report and the Congressional Side by Side report at the end of each month using data provided by the UUNS Program Integration & Coordination Analysts (PICA) for posting in the ADCFM bulletin board and inclusion in the binders.

2.8.8 The Contractor shall prepare and submit the EOM Appropriation "Small Rock" Reports using the NAVSEA Headquarters System (NHS) and combine it with the Execution Summary report provided by Appropriation Branches for posting to the ADCFM bulletin board, inclusion in the binders and posting to the Commander's SharePoint site.

2.8.9 The Contractor shall prepare and submit monthly the Execution Performance Module (EPM) to Phasing Plan Module (PPM) Execution Status Report and the Execution Performance Module (EPM) to EPM using NHS for inclusion in the binders.

2.8.10 The Contractor shall update the Monthly Asset Report, Investment Summary, MCSC Execution Status Report, EOM Status, Appropriation Level Graphs and Execution Status, EOM New Major Slips and Future Month Slips briefing slides for the Programs & Resources (P&R) Quarterly Brief.

2.8.11 The Contractor shall collect the Managerial Accounting Office (MAO), Signature Authority Analyst (SAA) and Execution Analyst (EA) Metrics Reports monthly from the Government leads for posting to the ADCFCM bulletin board, inclusion in the binders and posting to the Commander's SharePoint site.

2.8.12 The Contractor shall update and submit the Total MCSC Budget (TOA) Chart for posting to the ADCFM bulletin board, inclusion in the binders and posting to the Commander's SharePoint site three (3) times per year in conjunction with the President's Budget, Navy Comptroller (NC) and Office of the Secretary of Defense (OSD) budget cycles.

2.8.13 The Contractor shall update and submit the Consolidated Budget Controls for posting to the ADCFM bulletin board, inclusion in the binders and posting to the Commander's SharePoint site three (3) times per year in conjunction with the President's Budget, Navy Comptroller (NC) and Office of the Secretary of Defense (OSD) budget cycles.

2.8.14 The Contractor shall collect the Inflow/Outflow Status Reports from NHS annually for posting to the ADCFM bulletin board, inclusion in the binders and posting to the Commander's SharePoint site.

2.8.15 The Contractor shall collect the Cost of Doing Business (CODB) Report from the ADCFM for posting to the ADCFM bulletin board, inclusion in the binders and posting to the Commander's SharePoint site.

2.8.16 The Contractor shall review the updates for the Foreign Military Sales (FMS) Status Report monthly from the International Programs for inclusion in the binders.

3.0 Financial Management Systems Branch.

3.1.1 The Contractor shall maintain daily the current ADCFM legacy system compliances and update monthly when the Government directs, based on current updates or policy changes within the current systems: Naval Sea Headquarters (NAVSEA HQ) System (NHS) and SharePoint.

3.1.2 The Contractor shall identify, trouble shoot, resolve and document any discrepancies that exist after analyzing the weekly Financial Reports from the legacy systems, in order to validate and address inquiries from leadership, internally and externally to the command.

3.2 PM-110 Program Financial Tasks

3.2.1: The Contractor shall retrieve Status of Funds (SOF) and Active File Data Element Reports from ReportNet and SABRS in order to reconcile accounting logs and submit written monthly financial status report to the FM lead.

3.2.2: The Contractor shall prepare funding documents packages and input funding document data into the FM competency approved business enterprise system to include execution of basic funding documents as well as amendments to the basic funding document. The Contractor shall record, track, and update funding document data to the Accounting Logs.

3.2.3: The Contractor shall retrieve unliquidated reports monthly via ReportNet, analyze the data output, and contact activity for verification to prepare and process the recouping of unobligated and unliquidated funds.

3.2.4: The Contractor shall track, verify, and reconcile that the funding de-commitments and de-obligations have posted to ReportNet when financial status is received from the performing activities.

3.2.5: The contractor shall retrieve travel reports from ReportNet to reconcile unliquidated travel vouchers monthly, analyze the data output, coordinate with the Organizational Defense Travel Administrator (ODTA) and Government traveler for verification to prepare and process the recouping of unliquidated funds.

3.2.6: The Contractor shall use the accounting logs to input Monthly Variance explanations, re-phase obligations and expenditures, and submit for Financial Manager's approval via NHS.

3.2.7: The Contractor shall analyze current and historical Planning, Programming, Budgeting Execution (PPBE) data and extract, analyze, and submit financial data to build financial products and submit to appropriate Government Financial Manager.

3.2.8: The Contractor shall research financial records and input data into Share-point tool in accordance with the command's Tri-Annual review guidelines as well as DoD Financial Management Regulations (FMR) Volume 3, Chapter 8.

3.2.9: The Contractor shall identify and report issues that need resolution in any of the financial data systems.

3.2.10: The Contractor shall prepare and track program travel orders and associated reports to identify and resolve program travel issues.

3.2.11: The Contractor shall draft responses to financial action items on assigned programs, and draft weekly, monthly, and quarterly briefs for Financial Mangers review.

4.0 Facilities, Other Direct Charges (ODCs), and Travel Requirements. Work efforts in support of this task effort will be accomplished at either the Contractor's facilities or the Government identified locations. This task will require the Contractor to provide a suitable

infrastructure to manage program requirements (document library, databases, web site) throughout the course of performance to support the scope of activities. Such facilities are not reimbursed as ODCs. Laptops, cellular equipment/services, and other items of convenience are not reimbursable as ODCs.

5.0 Printing Requirements. All Government printing requirements shall be done by or through the local Document Automation and Production Service (DAPS, now called DLA Document Services) <http://www.daps.dla.mil/dapsonline.html>.

6.0 Information Access. All requests for access to information systems shall be submitted to the COR using a Systems Authorization Access Request (SAAR), DD Form 2875. The COR's contact information (name, phone number and email) shall be entered in Blocks 17-20b.

7.0 Workspace Requirements. The Government will provide necessary workspace and equipment to meet work requirements, as necessary.

2200 Lester St. Quantico, VA

1000 Quantico Corporate Center, Stafford, VA

8.0 Security Requirements. The information provided to the Contractor will be unclassified and/or sensitive unclassified. The Contractor is not required or expected to have a Facility Clearance and contractor personnel supporting this effort are not required to possess Personnel Clearance Levels. Any Contractor personnel requiring access to U.S. Government sensitive unclassified information shall possess a completed background investigation (minimum of a NACI) for this Public Trust Position.

Common Access Cards (CACs) will only be issued to those contractors supporting this contract that have been authorized by the COR. The COR will only authorize CACs for those contractors that meet current Homeland Security Presidential Directive – 12 (HSPD-12) criteria and have a definitive requirement. CACs are not issued for convenience.

9.0 COMMON ACCESS CARD REQUIREMENT (CAC). Contractor employees performing on this contract will require Common Access Cards (CACs) in order to perform their job function. In accordance with Headquarters, United States Marine Corps issued guidance relative to Homeland Security Presidential Directive – 12 (HSPD-12), all personnel must meet eligibility criteria to be issued a CAC. In order to meet the eligibility criteria, all Contractor employees must be accurately populated in the Joint Personnel Adjudication System (JPAS) under their respective CAGE Code. Each Contractor employee's JPAS record must also reflect a favorably adjudicated Personnel Security Investigation (PSI) or (at a minimum) that a PSI has been submitted and accepted (opened.) If a Contractor employee's open investigation closes and is not favorably adjudicated, the CAC must be immediately retrieved and revoked. Facility Security Officers are responsible for notifying the MCSC Security Director if any Contractor performing on this contract receives an unfavorable adjudication after being issued a CAC. Contractor CACs are issued with a "ctr.usmc.mil" e-mail account that the individual Contractor is responsible to keep active by logging in on a regular basis (at least twice a month), sending an e-mail and clearing any unneeded e-mails. Contractors are prohibited from "auto-forwarding" their .mil e-mail account to their .com e-mail account.

10.0 CONTRACTOR SUPPORT PUBLIC TRUST DETERMINATIONS

Per Marine Corps Systems Command Policy Letter 1-09, all Contractor support that require a CAC are required to submit a Standard Form 85P, "Questionnaire for Public Trust Positions," and two copies of DD Form 258 "Applicant Fingerprint Card" to the Command's Security

Program office along with a personnel roster of submissions and an addressed Federal Express container addressed to OPM, 1137 Branchton Road, Box 618, Boyers, PA 16018.

The Contractor is responsible for determining when adjudications have been entered by reviewing the notification status of their respective personnel. Once this has been completed, the Contractor may request the issuance of the CAC using the Contract Verification System (CVS) procedures. However, if issues are discovered, the Department of the Navy, Central Adjudication Facility (DONCAF) will place a "No Determination Made" in the Joint Personnel Adjudication System (JPAS) and forward the investigation to the submitting office for the Government to adjudicate.

Not in Scope